

SUFFOLK COUNTY GOVERNMENT  
ENTRANCE OPPORTUNITIES  
FOR COLLEGE GRADUATES

If, you are looking for a challenging position with a growing diversified organization, the opportunity for progressive professional development, an excellent salary and full fringe benefits, you will be interested in employment possibilities with Suffolk County.

As one of the largest employers on Long Island, Suffolk County Government employs approximately 10,000 people in 800 job titles in 25 departments. If you would like to use your abilities and get involved with the important work of providing service for the expanding Suffolk community, County Civil Service may be for you.

Each year college graduates with degrees in many diverse fields qualify for positions as Junior Civil Engineer Trainees, Public Health Nurses, Chemists, Probation Officer Trainees, and others. You can qualify for some of these positions with a Bachelor's Degree in any major; other positions require a specific field of study for eligibility. Suffolk County residency is not required for taking examinations, but preference will be given to County residents upon appointment and those hired are required to live in Suffolk County. A brief description of each position, its requirements and the application procedure is given on the following pages. Take a few minutes to discover some of the opportunities that are available to you in beginning your career with Suffolk County.

THE JOB DESCRIPTIONS AND MINIMUM QUALIFICATIONS LISTED IN THIS BOOKLET ARE FOR THE PURPOSE OF GENERAL INFORMATION AND DO NOT CONSTITUTE THE TOTAL DUTIES OF ANY ONE JOB, OR ALL THE QUALIFICATIONS WHICH MAY BE REQUIRED FOR A POSITION.

THIS BOOKLET IS SUBJECT TO CHANGE WITHOUT NOTICE

SUFFOLK COUNTY IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION  
EMPLOYER. MINORITIES, WOMEN, VETERANS AND DISABLED  
PERSONS ARE ENCOURAGED TO APPLY.

## **BACHELOR'S DEGREE/ANY MAJOR**

### **ADMINISTRATIVE AIDE**

Assists in the performance of administration duties. May assist in performing special studies of contemplated legislation or projects, answering inquiries from the public, maintaining records and preparing reports.

**MINIMUM QUALIFICATIONS:** Bachelor's degree.

**SALARY GRADE:** 19

### **CASEWORKER TRAINEE**

Performs entry level professional social work while receiving on-the-job training. Identifies need for services and available resources, reviews case records to formulate a plan of services, provides counseling and may make home visits to monitor the effectiveness of services provided.

**MINIMUM QUALIFICATIONS:** Bachelor's degree.

**NECESSARY SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license, or capacity to meet transportation needs of job.

**SALARY GRADE:** 17

### **CASEWORKER TRAINEE (SPANISH SPEAKING)**

Performs entry level professional social work while receiving on-the-job training. Identifies need for services and available resources, reviews case records to formulate a plan of services, provides counseling and may make home visits to monitor the effectiveness of services provided.

**MINIMUM QUALIFICATIONS:** Bachelor's degree. All candidates must be proficient in the Spanish language.

**NECESSARY SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license, or capacity to meet transportation needs of job.

**SALARY GRADE:** 17

### **DRUG COUNSELOR**

Works directly with drug abusers in an integrated program of detection, admission, monitoring, and counseling. Interviews and screens alleged drug abusers and advises abusers regarding other drug related problems.

**MINIMUM QUALIFICATIONS:** Bachelor's degree.

**SALARY GRADE:** 19

### **EDUCATION COORDINATOR**

Gathers and compiles information relative to program management, including contact with representatives of service providers, school districts, community organizations and the general public; assists in reviewing legislation and regulations and preparing reports.

**MINIMUM QUALIFICATIONS:** Bachelor's degree.

**SALARY GRADE:** 17

### **FORMS TECHNICIAN**

Assists in evaluating and designing manual and data processing forms. Recommends changes to formats to reduce duplication and preparation time, confers with user personnel in designing the forms and maintains a master file.

**MINIMUM QUALIFICATIONS:** Bachelor's degree, or Associate's degree and two years of experience in form design or analysis; or high school and four years of experience or satisfactory equivalent combination of education and experience.

**SALARY GRADE:** 17

### **GRANTS TECHNICIAN**

Assists in research, prepares status reports and illustrative grants and tables, compiles data and maintains records.

**MINIMUM QUALIFICATIONS:** Bachelor's degree or high school diploma and four years of experience in preparing, researching and/or monitoring State or Federal grants, or satisfactory equivalent combination of education and experience.

**SALARY GRADE:** 17

### **HIGHWAY SAFETY AIDE**

Provides administrative and technical support to highway safety programs, handles correspondence, assists in planning seminars, coordinates work flow and compiles and maintains informational resources.

**MINIMUM QUALIFICATIONS:** Bachelor's degree or high school and four years experience concerned with safe driving or related subjects or a satisfactory combination of education and experience.

**SALARY GRADE:** 17

### **LABOR TECHNICIAN**

Supervises the activities of participants in employment and training or field work programs. Requires transporting workers to and from job sites and may occasionally involve recruitment and vocational counseling.

**MINIMUM QUALIFICATIONS:** Bachelor's degree or high school diploma and four years of experience in personnel selection or placement, personnel administration or labor relations, business or public administration, or field work supervision or satisfactory equivalent combination of training and experience.

**NECESSARY SPECIAL REQUIREMENT:** Possession of the appropriate valid New York State driver's license.

**SALARY GRADE:** 17

### **MANAGEMENT TECHNICIAN**

Assists in analyzing administrative systems and procedures, develops proposals for improved effectiveness and evaluates results of implementation.

**MINIMUM QUALIFICATIONS:** Bachelor's degree.

**SALARY GRADE:** 17

### **PERSONNEL ANALYST TRAINEE**

Performs beginning level professional work in public personnel administration. Depending upon assignment may participate in classification and salary studies, write and process examinations or assist in recruiting and training activities.

**MINIMUM QUALIFICATIONS:** Bachelor's degree and possession of a valid New York State driver's license.

**SALARY GRADE:** 17

### **PLANNING AIDE**

Assists in conducting surveys to gather statistical sociological and economic data for community planning and zoning projects. Prepares charts, graphs, and maps outlining the results and makes revisions of existing rough drawings of projects as planning patterns change.

**MINIMUM QUALIFICATIONS:** Bachelor's degree.

**SALARY GRADE:** 17

### **PROGRAM EXAMINER TRAINEE**

Performs beginning level work including policy analysis, budgetary review, management and operations research and comparative cost analysis; collects and analyzes data, and participates in studies and reviews policy alternatives.

**MINIMUM QUALIFICATIONS:** Bachelor's degree.

**SALARY GRADE:** 17

### **PURCHASING TECHNICIAN**

Reviews and edits purchase requisitions, interviews vendors, explains procedures, writes specifications, awards bids, and expedites delivery.

**MINIMUM QUALIFICATIONS:** Bachelor's degree or high school diploma and four years of experience in purchasing, marketing or buying for a commercial, industrial or government agency.

**SALARY GRADE:** 17

### **RECREATION INSTRUCTOR**

Develops and conducts recreation, entertainment and patient-service programs. Includes organizing hobby groups, instructing patients in various arts and crafts, arranging for concerts and supervising aides and volunteers.

**MINIMUM QUALIFICATIONS:** Bachelor's degree.

**SALARY GRADE:** 17

### **RESEARCH TECHNICIAN**

Gathers technical information and data for needed planning. Compiles data and prepares graphs, tables and maps. May assist in converting information into machine form for data processing.

**MINIMUM QUALIFICATIONS:** Bachelor's degree or high school diploma and four years of experience in developing and conducting managerial and operational research studies or satisfactory equivalent.

**SALARY GRADE:** 17

### **SR. NEIGHBORHOOD AIDE**

Responsible for the planning, organization, and development of a community action program. Considerable contact with the general public.

**MINIMUM QUALIFICATIONS:** Bachelor's degree or high school diploma and four years of experience in performing community or social services work, or satisfactory equivalent.

**SALARY GRADE:** 17

## **WOMEN'S RESOURCES ADVISOR I**

Gathers and compiles information relevant to women's services and needs, catalogues and maintains informational materials, and determines additional services needed.

**MINIMUM QUALIFICATIONS:** Bachelor's degree or high school diploma and four years of experience in public administration, human resources, community services or related field or satisfactory combination of education and experience.

**SALARY GRADE:** 17

## **COMMUNITY RELATIONS ASSISTANT**

Assists in developing and implementing community relations programs for municipal departments. Assists in publicizing services and involves community agencies and groups to provide more effective services to the public.

**MINIMUM QUALIFICATIONS:** Bachelor's degree or high school diploma and four years of public contact work involving explaining and interpreting organizational policy procedures or programs; or satisfactory equivalent combination.

**SALARY GRADE:** 17

## **BACHELOR'S DEGREE - ENGINEERING**

### **ASSISTANT PUBLIC HEALTH ENGINEER TRAINEE**

Receives in-service training assisting professional engineers in field and office work including inspection of water, preparing drafts of engineering reports and other related work.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Engineering and possession of a valid New York State driver's license.

**SALARY GRADE:** 19

### **JUNIOR CIVIL ENGINEER TRAINEE**

Receives in-service training while assisting in engineering projects. May make preliminary designs and estimates for projects, check engineering drawings, compute material quantities and inspect work.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Civil or Sanitary Engineering at time of appointment.

**SALARY GRADE:** 19

## **BACHELOR'S DEGREE - SCIENCE RELATED FIELDS**

### **BACTERIOLOGIST**

Determines the existence of pathogens and the extent of bacterial activity in either food, milk and water or body tissues and fluids. Isolates cultures and identifies significant microorganisms deleterious to public health.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Bacteriology, Biochemistry, Biology, or Microbiology. Possession of a valid New York State driver's license.

**SALARY GRADE:** 19

## **BIOLOGIST**

Develops, implements and supervises environmental protection programs. Prepares testimony, informational materials and public presentations related to environmental issues.

**MINIMUM QUALIFICATIONS:** Bachelor's degree including or supplemented by 30 credits in biology plus 12 credits in related disciplines plus two years of experience in environmental biology.

**SALARY GRADE:** 21

## **CHEMIST I (PUBLIC HEALTH, PUBLIC WORKS, ENVIRONMENTAL CONTROL)**

Performs entry level professional work analyzing samples of materials in individual field. Performs various testing procedures, records findings and maintains equipment.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in one of the natural sciences with at least sixteen (16) credits in Chemistry including Organic Chemistry.

**SALARY GRADE:** 19

## **FORENSIC SCIENTIST TRAINEE**

Performs routine laboratory test and examinations in a forensic science specialty area; collects evidence at crime scenes and participates in documentation.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in a natural or forensic science, which includes or is supplemented by at least 12 credits in Chemistry; possession of a New York State driver's license.

**SALARY GRADE:** 17

## **MEDICAL RESEARCH TECHNICIAN**

Researches medical journals, prepares abstracts, organizes and tabulates data and statistical reports.

**MINIMUM QUALIFICATIONS:** Bachelor's degree including 18 credits in the natural sciences or high school diploma and four years of experience in researching medical literature or satisfactory equivalent combination of education and experience; possession of a valid New York State driver's license.

**SALARY GRADE:** 17

## **PHARMACIST I (CORRECTIONAL FACILITY)**

Prepares and dispenses medication, reviews prescriptions for appropriateness, interprets regulations, maintains records.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Pharmacy and possession of a New York State Pharmacist's license.

**SALARY GRADE:** 24

## **PUBLIC HEALTH SANITARIAN TRAINEE**

As part of an in-service training programs, assists in enforcing provisions of the State Public Health Law and Sanitary Code. May inspect food service establishments, private water supplies, sewage disposal systems, swimming pools, x-ray installations, air pollution control devices, toxic material storage facilities, or land fill sites. Also collects water, food and other samples for laboratory examination.

**MINIMUM QUALIFICATIONS:** Bachelor's degree including or supplemented by 30 credits in the physical or biological sciences and possession of a valid New York State driver's license.

**SALARY GRADE:** 16

## **BACHELOR'S DEGREE - SPECIALIZED FIELDS**

### **ACCOUNTANT TRAINEE**

Performs entry level accounting work in a supervised traineeship. Records transactions and assists in analyzing and reporting the results, establishes new procedures, performs cost studies and assists in verifying legality of agency operations.

**MINIMUM QUALIFICATIONS:** Bachelor's degree including or supplemented by at least 24 credits in accounting.

**SALARY GRADE:** 17

### **AUDITOR TRAINEE**

Performs entry level accounting work in auditing financial records; assists in agency and account audits and reviews effectiveness of internal auditing procedures and controls.

**MINIMUM QUALIFICATIONS:** Bachelor's degree including, or supplemented by, 24 credits in accounting.

**SALARY GRADE:** 17

### **LEGISLATIVE TECHNICIAN**

Analyzes fiscal and programmatic effects of the operating and capital budgets, collects relevant data, prepares reports and assists in researching a variety of issues.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Finance, Accounting, Political Science, Economics, Public Administration, Business Administration, Urban Policy or Social Welfare.

**SALARY GRADE:** 17

### **OFFICE SYSTEMS ANALYST I**

Assists in implementing and evaluating effectiveness of office systems, determining automation needs and configuring microcomputer services.

**MINIMUM QUALIFICATIONS:** Bachelor's degree including or supplemented by 12 credits in data processing or related field; or high school and four years of recent experience in analysis, design and/or selection of electronic office systems; or satisfactory equivalent combination.

**SALARY GRADE:** 19

### **PHYSICAL THERAPIST**

Employs physiotherapy and rehabilitation techniques in the treatment of home and clinic patients. Teaches patients exercises and the use of orthopedic aids.

**MINIMUM QUALIFICATIONS:** Possession of a New York State Registered Physical Therapist license.

**SALARY GRADE:** 21

### **PROBATION OFFICER TRAINEE**

As part of an in-service training program, assists in the investigations of potential probationers, counsels probationers, maintains case records, and establishes contacts with community organizations which can offer services.

**MINIMUM QUALIFICATIONS:** Bachelor's degree including 30 credit hours in social or behavioral science.

**NECESSARY SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license.

**SALARY GRADE:** 19

### **PROBATION OFFICER TRAINEE (SPANISH SPEAKING)**

As part of an in-service training program assists in the investigations of potential probationers, maintains case records, and establishes contacts with community organizations which can offer services.

**MINIMUM QUALIFICATIONS:** Bachelor's degree including 30 credit hours in social or behavioral science. Must be proficient in the Spanish language.

**NECESSARY SPECIAL REQUIREMENT:** Valid New York State driver's license.

**SALARY GRADE:** 19

### **PUBLIC HEALTH NURSE I**

Assesses nursing care needs of patients and provides skilled care. May instruct patients in health practices, make follow-up visits to discharged patients and participate in community public health programs.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in Nursing

**NECESSARY SPECIAL REQUIREMENT:** Possession of a New York State RN license and a valid New York State driver's license.

**SALARY GRADE:** 21-2

### **COMPUTER PROGRAMMER TRAINEE**

Participates in a training program to prepare program instructions, assists in preparation of block diagrams, flow charts and other technical material, codes program instructions and assists in testing and debugging programs.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree or Associate's Degree in Data Processing; or high school graduation and four years of experience operating data processing equipment.

**SALARY GRADE:** 17

### **FEDERAL AND STATE AID CLAIMS TECHNICIAN**

Assists in gathering technical information and data, prepares claims for reimbursement, and maintains records on revenues and special projects.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree; relevant experience in claims preparation, accounting, finance or business administration may substitute for two years of education.

**SALARY GRADE:** 17

### **DRUG COURT SPECIALIST**

Coordinates efforts of the Probation Department, Health Department, the District Attorneys Office and Legal Aid. Organizes drug education material, assists with security arrangements, addresses problems and collects information associated with Drug Court.

**MINIMUM QUALIFICATIONS:** Bachelors Degree in Criminal Justice or Bachelors Degree in any field and 1 year of experience collecting or researching data in a criminal justice agency..

**NECESSARY SPECIAL REQUIREMENT:** Valid NYS driver's license or capacity to meet the transportation requirements of the job.

**SALARY GRADE:** 19



## APPLICATION PROCEDURES

The Civil Service Department has an "open-filing" policy which allows applicants to file for any competitive job title they may be interested in, whether or not an examination is currently scheduled; applications are then held in file and candidates are notified when the examination for the title is scheduled.

Announcements publicizing upcoming examinations for which you may file an application are posted in the Hauppauge office of the Suffolk County Department of Civil Service and at our Riverhead Information Module located in the lobby of the Riverhead County Center, Riverhead, New York. Announcements are also mailed to Suffolk County public libraries and local branches of the New York State Employment Service, as well as all jurisdictions under the aegis of the Suffolk County Department of Civil Service (i.e., the main office of each town, village, school district, etc.) It is suggested that you check these locations periodically to learn what examinations are being held. Specific examinations are announced and held for each title. The examinations are scheduled on a specific date and applications must be submitted to the Civil Service Department before the last filing date indicated on the announcement. Applicants must complete an application for employment (Form CS-205A and CS-205B) for each examination for which they are applying. Payment of a \$25 fee per application is required for most competitive examinations. Applications for those periodically scheduled examinations must be postmarked by midnight of the last filing date. You will be notified by mail approximately ten days before the examination date as to your eligibility and the exact location and time of the test.

The passing score for each examination is 70 and eligible lists of passing candidates are established for a minimum period of one year, up to a maximum period of four years, pursuant to New York State Civil Service Law. The number of positions available, location of positions and other aspects of employment may vary and, as such, affect the length of time an eligible list remains in existence. An eligible candidate on the list may be permanently appointed to a vacancy during the time the list is in existence.

If you have had additional voluntary or paid experience or further education in your field, you may qualify for additional positions in these and other occupational categories. Information on the full range of opportunities available in Civil Service can be obtained by visiting the Suffolk County Civil Service office which is open Monday through Friday from 9:00 a.m. to 5:00 p.m. Other information booklets are also available and are very helpful in explaining how to properly complete a Civil Service application form, the meaning of provisional status, veterans credits, etc. The Department's Information Unit is on call to answer many of the commonly asked questions pertaining to the civil service process and employment in the civil service system. We look forward to serving you.

Suffolk County  
Department of Civil Service  
725 Veterans Memorial Hwy., P.O. Box 6100  
Hauppauge, NY 11788-0099  
Tel. No. (631) 853-5500

AN EQUAL OPPORTUNITY EMPLOYER

## **SUFFOLK COUNTY FRINGE BENEFITS**

### **VACATION**

2 weeks paid vacation during the first year

### **HOLIDAYS**

12 per year

### **LEAVE WITH PAY**

4 personal days per year

### **SICK LEAVE**

13 days per year

### **HEALTH AND DENTAL INSURANCE**

### **OPTICAL AND PRESCRIPTION DRUG PLANS**

### **BLOOD PROGRAM**

### **DISABILITY AND LIFE INSURANCE**

### **LEGAL SERVICES FUND**

### **NEW YORK STATE EMPLOYEES RETIREMENT SYSTEM COVERAGE**

### **DEFERRED COMPENSATION PLAN**

### **TUITION REIMBURSEMENT**

Available after 1 year of service

Department of Civil Service  
Building #158, North Complex  
725 Veterans Memorial Highway  
Smithtown, NY 11787-0099

